



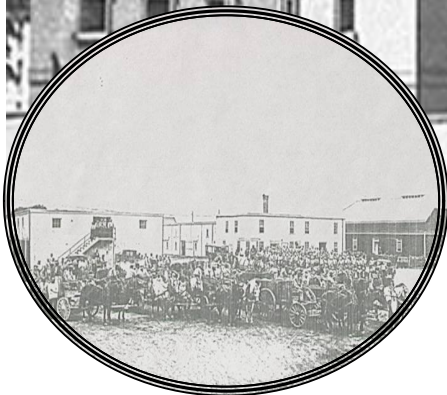
Massachusetts Department of Correction
Division of Staff Development



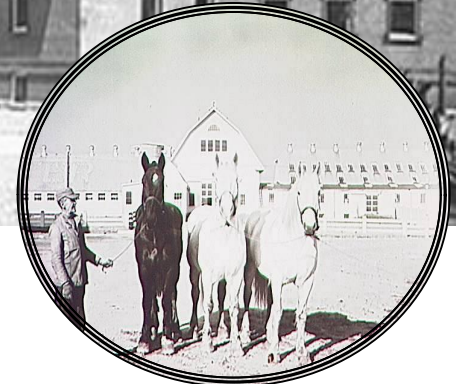
Training Catalog
July – September 2006



Bridgewater State Hospital



Kathleen M. Dennehy, Commissioner
James R. Bender, Deputy Commissioner
Ronald T. Duval, Associate Commissioner
William A. Dupre, Director



The Massachusetts Department of Correction

The Division of Staff Development is proud to provide the following training opportunities to Departmental staff and the external environment to include other departments, agencies and organizations within the Commonwealth. The 2006-2007 Training Year provides a great number of specialty programs as well as standard pre-service and in-service opportunities. If you have any questions about our programs, please call (978) 514-6703 for further information.

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Course Registration

*Please contact your Institution Training Officer or Division Training Coordinator for registration.
All other persons please contact Cathy Collins at (978)514-6703 or e-mail CLCollins@doc.state.ma.us*

Massachusetts Department of Correction

Vision Statement

We are professionals committed to an open and respectful organization dedicated to public safety through the safe, secure, humane confinement and successful community re-entry of our offender populations.

Mission Statement

The Massachusetts Department of Correction's mission is to promote public safety by incarcerating offenders while providing opportunities for participation in effective programming designed to reduce recidivism.

Core Values

"Commitment of Public Service"

Responsible

Accountable for your actions

Respectful

Treat others as you want to be treated - Golden Rule

Honest

Having the courage to do the right thing

Caring

How you do your job and the impact it has on others

Division of Staff Development Mission Statement

Building a competent workforce to implement the Department's vision and mission.



Achieved by:

Creating and implementing innovative programs that provide all learners with the knowledge, experience, perspectives and skills to achieve the department's mission of public safety and the successful community re-entry of our offender population.

Improve learning by establishing research-based training programs through state and national standards, best practices and current trends.

Help transform our department through learning opportunities and modeling the ethical, professional and value driven behavior we wish to cultivate in the workforce.

New Employee Orientation Program FY' 07

<i>Month</i>	<i>Northern Region - Shirley Training Academy</i> <i>8:00am - 4:00pm</i>	<i>Southern Region - Warren Hall</i> <i>8:00am - 4:00pm</i>
<i>July</i>	July 24 - 28, 2006	July 10 -14, 2006
<i>August</i>	August 21 - 25, 2006	August 7 -11, 2006
<i>September</i>	September 18 -22, 2006	September 11 -15, 2006
<i>October</i>	October 16 - 20, 2006	October 2 - 6, 2006
<i>November</i>	November 13 -17, 2006	October 30 - November 3, 2006
<i>December</i>	December 18 - 22, 2006	December 4 - 8, 2006
<i>January</i>	January 22 -26, 2007	January 8 -12, 2007
<i>February</i>	February 26 - March 2, 2007	February 5 - 9, 2007
<i>March</i>	March 19 -23, 2007	March 5 - 9, 2007
<i>April</i>	April 23 -27, 2007	April 2 - 6,2007
<i>May</i>	May 21 - 25, 2007	May 7 - 11, 2007
<i>June</i>	June 25 - 29, 2007	June 4 - 8, 2007

TOPICS: Introduction/Administrative/Philosophies and Goals/Historical View/Security Levels; Employee Rules and Regulations/ C.O.R.I.; Report Writing/ Disciplinary Procedures; IMS Overview; Ethics and Professionalism; Contraband; Interpersonal Relations/Communications/Inmate Supervision; Chemical Agent Overview; Use of Force; Defensive Tactics; Communicable Diseases; Domestic Violence/ Workplace Violence; Victim Services Overview; Sexual Harrassment/Staff Sexual Misconduct; PREA; Suicide Prevention; CPR/First Aid/Certificates; and Site Specific.A149

Hostage Awareness

Location: Warren Hall, Bridgewater
Dates: Friday, July 07, 2006
Time: 9:00am - 11:00am
Instructor(s): *Christopher Jackson, Lieutenant, DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

At the end of this module, participants will be able to demonstrate the competencies of handling a crisis situation based on a hostage scenario. Identify and analyze the critical components of dealing with hostage situation to include hostage survival.

NOTE:

Enrollment is limited to (25) participants.

De-Escalation Techniques

Location: Warren Hall, Bridgewater
Dates: Friday, July 07, 2006
Time: 1:00pm - 3:00pm
Instructor(s): *Christopher Jackson, Lieutenant, DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This module is designed to introduce the participants to the behavioral sequence, interventions, and the corresponding use of force continuum. Participants will learn the four basic behaviors and sequence, (Baseline, Upset, Anger, and Out of Control.) Then participants will learn the proper approaches to intervene with the appropriate level. By the end of this training module each participant will be able to demonstrate their ability to recognize each behavior and effectively respond.

Outer Perimeter Safety & Security

Location: Shirley Training Academy
Dates: Friday, July 07, 2006
Time: 8:00am - 11:00am
Instructor(s): Robert Gould, Sergeant, SBCC
Audience: All DOC Security related staff or those with security responsibilities.

COURSE DESCRIPTION:

How to have a safe and secure perimeter and have an understanding of the laws and policies that govern us.

NOTE:

Enrollment is limited to (25) participants.

Defensive Driving of Emergency State Vehicles

Location: Shirley Training Academy
Dates: Friday, July 07, 2006
Time: 12:00pm - 3:00pm
Instructor(s): Robert Gould, Sergeant, SBCC
Audience: Open to all Security Staff or those with security responsibilities.

COURSE DESCRIPTION:

This program covers all Massachusetts General Laws pertaining to Emergency Vehicle Operation, consequences of failure and learning vehicle dynamics.

NOTE:

Enrollment is limited to (25) participants.

Home Fire Safety

Location: Warren Hall, Bridgewater
Dates: Thursday, July 13, 2006
Time: 9:00am - 12:00pm
Instructor(s): Lee Clement, Correction Officer, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

Participants will be introduced to a number of techniques to improve the overall safety in the home from the threat of fire, and identify potential hazards.

NOTE:

Enrollment is limited to (25) participants.

Introduction to Parole Violators Training

Location: Shirley Training Academy
Dates: Thursday, July 13, 2006
Time: 9:00am - 3:00pm
Instructor(s): Linda McHugh, Consultant
Audience: This training is for records support staff with a basic knowledge of data comp.

COURSE DESCRIPTION:

This overview and training examples will provide you with the basic skills for calculating a Parole Violators date computation. This training will include reading a PV Warrant, calculating dead time, and computing. (Please bring your date comp calculator).

NOTE:

Enrollment is limited to (10) participants.

Adult CPR/AED

Location: Warren Hall, Bridgewater
Dates: Friday, July 14, 2006
Time: 8:00am - 12:00pm
Instructor(s): *Steven Moniz, Sergeant, DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

American Red Cross CPR/AED Certification Program.

NOTE:

Enrollment is limited to (10) participants.

Health and Fitness Workshop

Location: Warren Hall, Bridgewater
Dates: Friday, July 14, 2006
Time: 1:00pm - 3:00pm
Instructor(s): *Steven Moniz, Sergeant, DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will learn the fundamentals of "eat-to-lose" nutrition and benefits of a regular personalized exercise program and how it affects longevity, reduces health risks and increases energy.

NOTE:

Enrollment is limited to (25) participants. In addition, there is a light workout at the end of class, so be sure to bring a change of clothes.

Training for Trainers

Location: Warren Hall, Bridgewater
Dates: July 17, 18, 19 & 21, 2006
Time: 8:00am - 4:00pm
Instructor(s): *Various DSD Staff*
Audience: *Open to Department of Correction employees.*

COURSE DESCRIPTION:

Successful completion of the course results in Trainer certification. The course will cover Adult Learning Theory, Learning Styles and material development. Participants must attend all modules of the program. Participants will be required to speak in front of the group at various times throughout the program, culmination in a prepared 10 minute training presentation that will be video taped and critiqued.

NOTE:

Enrollment is limited to (20) participants.

IMS Application: Basic Security End User

Location: Shirley Training Academy
Dates: Wednesday, July 26, 2006
Time: 8:00am - 3:00pm
Instructor(s): *Jeffrey Garvey, CPO, DSD & Matthew Syring, CPO, DSD*
Audience: *Open to all interested Security Staff.*

COURSE DESCRIPTION:

This course is designed for those Security staff who have never received Basic IMS training, or for those who have not utilized the IMS recently and would like a refresher course. Upon completion of this course, staff will understand how to read and respond to Notifications, Enter Unit Log and Unit Visitor Log Entries, Enter and verify Area Count Slips, Enter scheduled and unscheduled cell searches. Participants will also receive instruction on how to submit an incident, disciplinary and informal sanction report. Finally, staff will understand how to enter daily attendance for their inmate workers.

NOTE:

Enrollment is limited to (15) participants.

IMS Application: Basic Security End User

Location: Warren Hall, Bridgewater
Dates: Friday, July 28, 2006
Time: 8:00am - 3:00pm
Instructor(s): *Jeffrey Garvey, CPO, DSD & Matthew Syring, CPO, DSD*
Audience: *Open to all interested Security Staff.*

COURSE DESCRIPTION:

This course is designed for those Security staff who have never received Basic IMS training, or for those who have not utilized the IMS recently and would like a refresher course. Upon completion of this course, staff will understand how to read and respond to Notifications, Enter Unit Log and Unit Visitor Log Entries, Enter and verify Area Count Slips, Enter scheduled and unscheduled cell searches. Participants will also receive instruction on how to submit an incident, disciplinary and informal sanction report. Finally, staff will understand how to enter daily attendance for their inmate workers.

NOTE:

Enrollment is limited to (15) participants.

Health and Fitness Workshop

Location: Warren Hall, Bridgewater
Dates: Friday, July 28, 2006
Time: 1:00pm - 3:00pm
Instructor(s): *Steven Moniz, Sergeant, DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Participants will learn the fundamentals of "eat-to-lose" nutrition and benefits of a regular personalized exercise program and how it affects longevity, reduces health risks and increases energy.

NOTE:

Enrollment is limited to (25) participants. In addition, there is a light workout at the end of class, so be sure to bring a change of clothes.

Advanced Restraints

Location: Warren Hall, Bridgewater
Dates: Friday, July 28, 2006
Time: 8:00am - 10:00am
Instructor(s): Steven Moniz, Sergeant, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

Participant's will be learn the policy requirements when placing an inmate in 4-point restraints. Participant's will learn how to implement the proper procedures required to place inmates on four point restraints and be provided the opportunity to demonstrate these skills.

Reentry - What it is and Why it's Important

Location: Shirley Training Academy
Dates: Wednesday, August 02, 2006
Time: 1:00pm - 4:00pm
Instructor(s): Re-entry Division Staff, MADOC
Audience: Open to all interested participants.

COURSE DESCRIPTION:

Everyone in the DOC has a role in Re-entry...

What is your role?

This training provides a basic overview of Reentry and how we are all affected by it. The program objective is to increase the awareness regarding Department of Correction reentry initiatives, recidivism statistics, and the role of the Department and others have in the reentry process.

Reentry - What it is and Why it's Important

Location: Warren Hall, Bridgewater
Dates: Thursday, August 03, 2006
Time: 1:00pm - 4:00pm
Instructor(s): *Re-entry Division Staff, MADOC*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Everyone in the DOC has a role in Re-entry...

What is your role?

This training provides a basic overview of Reentry and how we are all affected by it. The program objective is to increase the awareness regarding Department of Correction reentry initiatives, recidivism statistics, and the role of the Department and others have in the reentry process.

Hostage Awareness

Location: Warren Hall, Bridgewater
Dates: Thursday, August 03, 2006
Time: 9:00am - 11:00am
Instructor(s): *Christopher Jackson, Lieutenant, DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

At the end of this module, participants will be able to demonstrate the competencies of handling a crisis situation based on a hostage scenario. Identify and analyze the critical components of dealing with hostage situation to include hostage survival.

NOTE:

Enrollment is limited to (25) participants.

Introduction to Parole Violators Training

Location: Warren Hall, Bridgewater
Dates: Thursday, August 03, 2006
Time: 9:00am - 3:00pm
Instructor(s): Linda McHugh, Consultant
Audience: *This training is for records support staff with a basic knowledge of data comp.*

COURSE DESCRIPTION:

This overview and training examples will provide you with the basic skills for calculating a Parole Violators date computation. This training will include reading a PV Warrant, calculating dead time, and computing. (Please bring your date comp calculator).

NOTE:

Enrollment is limited to (10) participants.

De-Escalation Techniques

Location: Warren Hall, Bridgewater
Dates: Tuesday, August 08, 2006
Time: 1:00pm - 3:00pm
Instructor(s): Christopher Jackson, Lieutenant, DSD
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This module is designed to introduce the participants to the behavioral sequence, interventions, and the corresponding use of force continuum. Participants will learn the four basic behaviors and sequence, (Baseline, Upset, Anger, and Out of Control.) Then participants will learn the proper approaches to intervene with the appropriate level. By the end of this training module each participants will be able to demonstrate their ability to recognize each behavior and effectively respond.

IMS Application: Basic Non-Security End Users

Location: Shirley Training Academy
Dates: Tuesday, August 08, 2006
Time: 9:00am - 12:00pm
Instructor(s): Jeffrey Garvey, CPO, DSD & Matthew Syring, CPO, DSD
Audience: Open to all interested non-security staff.

COURSE DESCRIPTION:

This three-hour course is designed for those Non-Security staff who have never received Basic IMS training, or for those who have not utilized the IMS recently and would like a refresher course. Upon completion of this course, staff will understand how to utilize the Run Report module (New Inmate List), read and respond to notifications, schedule and modify inmate appointments, issue daily attendance and monthly performance evaluations, and finally, how to submit Incident Reports.

NOTE:

Enrollment is limited to (15) participants.

Children Who Witness Domestic Violence

Location: Shirley Training Academy
Dates: Wednesday, August 09, 2006
Time: 9:00am - 4:00pm
Instructor(s): Heather Hall-Martin, Director, Domestic Violence Division
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This program will discuss the immediate and long-term affects of children who witness violence in the home. Discussion will include topics such as what will affect the child's response to the violence, children who are at risk, and long-term costs, not only to the child, but also to society. Group exercises and videos will also be part of the program.

IMS Application: Basic Non-Security End Users

Location: Warren Hall, Bridgewater
Dates: Thursday, August 10, 2006
Time: 9:00am - 12:00pm
Instructor(s): *Jeffrey Garvey, CPO, DSD & Matthew Syring, CPO, DSD*
Audience: *Open to all interested non-security staff.*

COURSE DESCRIPTION:

This three-hour course is designed for those Non-Security staff who have never received Basic IMS training, or for those who have not utilized the IMS recently and would like a refresher course. Upon completion of this course, staff will understand how to utilize the Run Report module (New Inmate List), read and respond to notifications, schedule and modify Inmate appointments, Issue daily attendance and monthly performance evaluations, and finally, how to submit Incident Reports.

NOTE:

Enrollment is limited to (15) participants.

CAMIS Training

Location: Shirley Training Academy
Dates: Thursday, August 10, 2006
Time: 9:00am - 4:00pm
Instructor(s): *Michael Costello, CAMIS Coordinator*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

Capital Asset Management Information System (CAMIS) is a suite of software systems to help you to better manage your equipment and facilities. This program gives you complete control over your organization, your data, and the software itself.

Health and Fitness Workshop

Location: Shirley Training Academy
Dates: Friday, August 11, 2006
Time: 9:00am - 12:00pm
Instructor(s): Mark Montaquila, Sergeant, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

Participants will learn the fundamentals of "eat-to-lose" nutrition and benefits of a regular personalized exercise program and how it affects longevity, reduces health risks and increases energy.

NOTE:

Enrollment is limited to (25) participants. In addition, there is a light workout at the end of class, so be sure to bring a change of clothes.

Psychology of Influence/ The Art of Persuasion Part II

Location: Warren Hall, Bridgewater
Dates: Friday, August 11, 2006
Time: 1:00pm - 4:00pm
Instructor(s): Terrance Kingman, Training Instructor, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This is the second half of the program offered earlier. Participants must have attended earlier class. This module will cover different techniques used in the art of persuasion to include the law of reciprocity, influencing through association and liking, as well as through commitment and consistency. Participants will have the opportunity to apply the knowledge and skills in the art of persuasion through a practical based situation.

NOTE:

Enrollment is limited to (32) participants.

***Psychology of Influence/ The Art of Persuasion
Part II***

Location: Shirley Training Academy
Dates: Wednesday, August 16, 2006
Time: 9:00am - 12:00pm
Instructor(s): Terrance Kingman, Training Instructor, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This is the second half of the program offered earlier. Participants must have attended earlier class. This module will cover different techniques used in the art of persuasion to include the law of reciprocity, influencing through association and liking, as well as through commitment and consistency. Participants will have the opportunity to apply the knowledge and skills in the art of persuasion through a practical based situation.

NOTE: This is the second half of the program offered from the March 2006 Catalog. Enrollment is limited to (32) participants.

Home Fire Safety

Location: Warren Hall, Bridgewater
Dates: Thursday, August 17, 2006
Time: 9:00am - 12:00pm
Instructor(s): Lee Clement, Correction Officer, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

Participants will be introduced to a number of techniques to improve the overall safety in the home from the threat of fire, and identify potential hazards.

NOTE: Enrollment is limited to (25) participants.

Self Defense Techniques

Location: Shirley Training Academy
Dates: Friday, August 18, 2006
Time: 9:00am - 11:00am
Instructor(s): *Larry Boudreau, Sergeant, DSD*
Audience: *Staff members assigned where supervision of inmates is required.*

COURSE DESCRIPTION:

Understanding body spacing and reading non-verbal signs: Be able to apply the approved restraint techniques effectively. Good interpersonal skills can help avoid most situations from becoming confrontational.

NOTE:

Enrollment is limited to (20) participants.

Extraction Team Leader/Chemical Agents End-User

Location: SECC Training Area
Dates: Monday, August 21, 2006
Time: 8:00am - 4:00pm
Instructor(s): *James Murphy, Sergeant, Special Operations*
Audience: *Extraction Team Leaders.*

COURSE DESCRIPTION:

This is a one day program consisting of Extraction Team Leader Training and Chemical Agent End User certification. Participants will learn proper procedures for an extraction team including the role and responsibilities of the team leader, individual assignments, debriefing requirements, video operations and restraints. Participants will also understand Department policy and procedures regarding the use of chemical agents, manufacturer's recommendations, how to dispense chemical agents, it's psychological and physiological effects and decontamination procedures. Participants will be exposed to chemical agents during the training.

NOTE:

The training has a practical application component and participants will be exposed to chemical agents. Please dress accordingly. Enrollment should be done through the Program Management screen. The program type is "Supervisors Program". The course names are 07ExTm0821. Enrollment is limited to (30) participants.

CAMIS Training

Location: Warren Hall, Bridgewater
Dates: Thursday, August 24, 2006
Time: 9:00am - 4:00pm
Instructor(s): *Michael Costello, CAMIS Coordinator*
Audience: *Open to all interested participants .*

COURSE DESCRIPTION:

Capital Asset Management Information System (CAMIS) is a suite of software systems to help you to better manage your equipment and facilities. This program gives you complete control over your organization, your data, and the software itself.

Date Computation "Problem" Workshop

Location: Shirley Training Academy
Dates: Thursday, August 24, 2006
Time: 9:00am - 3:00pm
Instructor(s): *Linda McHugh, Consultant*
Audience: *Records managers and staff with intermediate date comp knowledge*

COURSE DESCRIPTION:

This workshop is designed specifically for Records Managers and staff with intermediate date comp knowledge. Difficult examples that have caused confusion and problems when manually computed will be submitted prior to the class and presented in a workshop fashion the day of the training. (Please bring your date comp calculator.)

Examples should be submitted by fax 1-508-850-5213 Attn: Emily O'Connor. Please submit examples by 8/01/2006 for the Training Academy Class.

NOTE:

Enrollment is limited to (8) participants.

Legislative Process

Location: Shirley Training Academy
Dates: Friday, August 25, 2006
Time: 9:00am - 12:00pm
Instructor(s): John O'Malley, Legislative Manager, DOC
Audience: Open to all interested participants.

COURSE DESCRIPTION:

How the legislative process works and a brief history of the Massachusetts General Court. You will be shown how to find a track legislation, how to contact your legislator, how to lobby for your issues and why. We will go through a bill from start to finish and talk about the politics of legislation.

NOTE:

Enrollment is limited to (25) participants.

Psychology of Influence & the Art of Persuasion

Location: Warren Hall, Bridgewater
Dates: Friday, August 25, 2006
Time: 9:00am - 3:00pm
Instructor(s): Terrance Kingman, Training Instructor, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This course will cover the seven basic principles in the art of persuasion and influence and how both staff and inmates apply these principles. This module will include interactive role-plays to integrate the learned knowledge into practical situations.

NOTE:

Enrollment is limited to (32) participants.

IMS Application: Escapes

Location: Shirley Training Academy
Dates: Monday, August 28, 2006
Time: 12:00pm - 3:00pm
Instructor(s): *Matthew Syring, CPO,DSD & Jeffrey Garvey, CPO,DSD*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This course will review the use of IMS in the event of an escape. Upon completion of this course, staff will understand how to declare an Inmate on escape in IMS, and how to properly document all of the necessary notifications. Participants will receive instruction on the following IMS screens: Declare Escape, Notifications, Resolution Status, and Inmate History.

NOTE:

Enrollment is limited to (15) participants.

Gender Responsive Strategies for the Female Offender

Location: Shirley Training Academy
Dates: August 29, 30 & September 7, 2006
Time: 8:00am - 4:00pm
Instructor(s): *DSD, Departmental and DYS staff*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This workshop will cover the gender responsive services needed to work effectively with the female population. The importance of professionalism and boundaries will be stressed. We will discuss the importance of a positive safe environment for women and what this means to us as staff.

NOTE:

This is a (3) day course.

Psychology of Influence & the Art of Persuasion

Location: Shirley Training Academy
Dates: Wednesday, August 30, 2006
Time: 9:00am - 3:00pm
Instructor(s): Terrance Kingman, Training Instructor, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This course will cover the seven basic principles in the art of persuasion and influence and how both staff and inmates apply these principles. This module will include interactive role-plays to integrate the learned knowledge into practical situations.

NOTE:

Enrollment is limited to (32) participants.

IMS Application: Escapes

Location: Warren Hall, Bridgewater
Dates: Wednesday, August 30, 2006
Time: 12:00pm - 3:00pm
Instructor(s): Matthew Syring, CPO,DSD & Jeffrey Garvey, CPO,DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This course will review the use of IMS in the event of an escape. Upon completion of this course, staff will understand how to declare an Inmate on escape in IMS, and how to properly document all of the necessary notifications. Participants will receive instruction on the following IMS screens: Declare Escape, Notifications, Resolution Status, and Inmate History.

NOTE:

Enrollment is limited to (15) participants.



The Quarterly Catalog will be available September 13, 2006

If you are interested in presenting a workshop module or have any suggestions for topical areas please contact Sheila Dupre, Deputy Director, DSD at (978)514-6708 or <<mailto:smdupre@doc.state.ma.us>>

Mission Statement

The Massachusetts Department of Correction's mission is to promote public safety by incarcerating offenders while providing opportunities for participation in effective programming designed to reduce recidivism.

Health and Fitness Workshop

Location: Shirley Training Academy
Dates: Thursday, September 07, 2006
Time: 9:00am - 12:00pm
Instructor(s): Mark Montaquila, Sergeant, DSD
Audience: Open to all interested participants.

COURSE DESCRIPTION:

Participants will learn the fundamentals of "eat-to-loose" nutrition and benefits of a regular personalized exercise program and how it affects longevity, reduces health risks and increases energy.

NOTE:

Enrollment is limited to (25) participants. In addition, there is a light workout at the end of class, so be sure to bring a change of clothes.

Confrontation Skills

Location: Shirley Training Academy
Dates: Thursday, September 07, 2006
Time: 9:00am - 4:00pm
Instructor(s): William Dupre, Director, DSD
Audience: *Ideal for individuals who manage people or processes as well as those who have supervisory or cross-management responsibilities.*

COURSE DESCRIPTION:

Every team organization faces disappointment. A coworker misses a deadline, expectations fall far short of the goal, or a direct report just plain behaves badly or inappropriately. Confrontation skills enable individuals to willingly and effectively speak up and confront problems to enhance accountability, improve performance and ensure execution.

GOALS AND OBJECTIVES:

1. Productivity: Effectively deal with violations before they escalate into chronic problems.
2. Performance: Discuss problems without generating defensiveness or resentment.
3. Leading Change: Reduce resistance by replacing fear and uncertainty with genuine motivation.
4. Teamwork: Hold everyone accountable to the same standards, replacing jealousy and unfairness with inequity and unity.
5. Relationships: Confront violated expectations in a way that solves the problem while strengthening the relationship.
6. Safety: Make it safe by knowing which infractions to confront and how to.

NOTE:

Enrollment is limited to (25) participants.

Extraction Team Leader/Chemical Agents End-User

Location: SECC Training Area
Dates: Friday, September 08, 2006
Time: 8:00am - 4:00pm
Instructor(s): James Murphy, Sergeant, Special Operations
Audience: *Extraction Team Leaders.*

COURSE DESCRIPTION:

This is a one day program consisting of Extraction Team Leader Training and Chemical Agent End User certification. Participants will learn proper procedures for an extraction team including the role and responsibilities of the team leader, individual assignments, debriefing requirements, video operations and restraints. Participants will also understand Department policy and procedures regarding the use of chemical agents, manufacturer's recommendations, how to dispense chemical agents, it's psychological and physiological effects and decontamination procedures. Participants will be exposed to chemical agents during the training.

NOTE:

The training has a practical application component and participants will be exposed to chemical agents. Please dress accordingly. Enrollment should be done through the Program Management screen. The program is type is "Supervisors Program". The course names are 06ExTm0000, 07ExTm0908. Enrollment is limited to (30) participants.

***Overview of the Criminal Offender Record Information
(C.O.R.I.) Law***

Location: Warren Hall, Bridgewater
Dates: Wednesday, September 13, 2006
Time: 9:00am - 12:00pm
Instructor(s): Erin Deveney, General Counsel, CHSB
Audience: Open to all interested participants.

COURSE DESCRIPTION:

This workshop will focus on the Criminal Offender Record Information or (C.O.R.I.) law and how it applies to the work you perform in corrections. The workshop will discuss how CORI is accessed, disseminated and the importance of protecting this important information.

NOTE:

Enrollment is limited to (30) participants.

Date Computation "Problem" Workshop

Location: Warren Hall, Bridgewater
Dates: Thursday, September 14, 2006
Time: 9:00am - 3:00pm
Instructor(s): Linda McHugh, Consultant
Audience: Records managers and staff with intermediate date comp knowledge.

COURSE DESCRIPTION:

This workshop is designed specifically for Records Managers and staff with intermediate date comp knowledge. Difficult examples that have caused confusion and problems when manually computed will be submitted prior to the class and presented in a workshop fashion the day of the training. (Please bring your date comp calculator.)

Examples should be submitted by fax 1-508-850-5213 Attn: Emily O'Connor. Please submit examples by 8/01/2006 for the Training Academy Class.

NOTE:

Enrollment is limited to (8) participants.

Auditor Training

Location: Warren Hall, Bridgewater
Dates: Friday, September 22, 2006
Time: 8:00am - 3:00pm
Instructor(s): *David Nolan, Director, PDCU*
Audience: *This program is limited to Managers, Supervisors and ACA Coordinators.*

COURSE DESCRIPTION:

This program is designed to educate Managers, Supervisors and ACA Coordinators regarding the audit process, ACA standards, Departmental policy and the adherence to 103 DOC 104. Participants will be provided the opportunity to assess policy, procedure and practice at a correctional facility.

NOTE:

Enrollment is limited to (24) participants.

IMS Application: Booking

Location: Shirley Training Academy
Dates: Tuesday, September 26, 2006
Time: 12:00pm - 3:00pm
Instructor(s): *Jeffrey Garvey, CPO, DSD & Matthew Syring, CPO, DSD*
Audience: *Booking Staff.*

COURSE DESCRIPTION:

This course will provide instruction on the proper usage of the IMS Booking module as per the DOC 401 policy. Upon completion of this course, booking staff will understand how to utilize the Unidentified Arrival Screen, Inmates Pending Identification, and Navigation screen. Other Screens that will be covered include: Link Prior Commitments, Inmate Data, Family Information, Enemy Information, Escape Information, Alias Information, STG Information, Military Information, Suicide Query, Inmate Photos, Orientation Checklist, and Inmate Health Insurance.

NOTE:

Enrollment is limited to (15) participants.

Environmental Health and Safety Officer Training

Location: Warren Hall, Bridgewater
Dates: September 27, 28 & 29, 2006
Time: 8:00am - 4:00pm
Instructor(s): *Policy Development and Compliance Unit Staff*
Audience: *Open to all interested participants.*

COURSE DESCRIPTION:

This training will provide the participant with the knowledge and certification needed to perform the duties of an environmental health and safety officer. The workshops will consist of classroom activities, inspection training, light and sound certification, food safety and applicable regulations and a mock audit.

NOTE:

Enrollment is limited to (25) participants. This is a (3) day program.

Confrontation Skills

Location: Warren Hall, Bridgewater
Dates: Friday, September 29, 2006
Time: 9:00am - 4:00pm
Instructor(s): *William Dupre, Director, DSD*
Audience: *Ideal for individuals who manage people or processes as well as those who have supervisory or cross-management responsibilities.*

COURSE DESCRIPTION:

Every team organization faces disappointment. A coworker misses a deadline, expectations fall far short of the goal, or a direct report just plain behaves badly or inappropriately. Confrontation skills enable individuals to willingly and effectively speak up and confront problems to enhance accountability, improve performance and ensure execution.

GOALS AND OBJECTIVES:

1. Productivity: Effectively deal with violations before they escalate into chronic problems.
2. Performance: Discuss problems without generating defensiveness or resentment.
3. Leading Change: Reduce resistance by replacing fear and uncertainty with genuine motivation.
4. Teamwork: Hold everyone accountable to the same standards, replacing jealousy and unfairness with inequity and unity.
5. Relationships: Confront violated expectations in a way that solves the problem while strengthening the relationship.
6. Safety: Make it safe by knowing which infractions to confront and how to.

NOTE:

Enrollment is limited to (25) participants.

IMS Application: Booking

Location: Warren Hall, Bridgewater
Dates: Friday, September 29, 2006
Time: 12:00pm - 3:00pm
Instructor(s): *Jeffrey Garvey, CPO, DSD & Matthew Syring, CPO, DSD*
Audience: *Admission/Booking Staff.*

COURSE DESCRIPTION:

This course will provide instruction on the proper usage of the IMS Booking module as per the DOC 401 policy. Upon completion of this course, booking staff will understand how to utilize the Unidentified Arrival Screen, Inmates Pending Identification, and Navigation screen. Other Screens that will be covered include: Link Prior Commitments, Inmate Data, Family Information, Enemy Information, Escape Information, Alias Information, STG Information, Military Information, Suicide Query, Inmate Photos, Orientation Checklist, and Inmate Health Insurance.

NOTE:

Enrollment is limited to (15) participants.

Monthly Reference Guide

July

Course Title	Page	Date	Location	Time
Hostage Awareness	6	7/7/2006	Warren Hall	9:00am - 11:00am
De-Escalation Techniques	6	7/7/2006	Warren Hall	1:00pm - 3:00pm
Outer Perimeter Safety & Security	7	7/7/2006	Shirley Training Academy	8:00am - 11:00am
Defensive Driving of Emergency State Vehicles	7	7/7/2006	Shirley Training Academy	12:00pm - 3:00pm
Home Fire Safety	8	7/13/2006	Warren Hall	9:00am - 12:00pm
Introduction to Parole Violators Training	8	7/13/2006	Shirley Training Academy	9:00am - 3:00pm
Adult CPR/AED	9	7/14/2006	Warren Hall	8:00am - 12:00pm
Health and Fitness Workshop	9	7/14/2006	Warren Hall	1:00pm - 3:00pm
Training for Trainers	10	7/17,18,19 & 21, 2006+G294	Warren Hall	8:00am - 4:00pm
IMS Application: Basic Security End User	10	7/26/2006	Shirley Training Academy	8:00am - 3:00pm
IMS Application: Basic Security End User	11	7/28/2006	Warren Hall	8:00am - 3:00pm
Health and Fitness Workshop	11	7/28/2006	Warren Hall	1:00pm - 3:00pm
Advanced Restraints	12	7/28/2006	Warren Hall	8:00am - 10:00am

Monthly Reference Guide

August

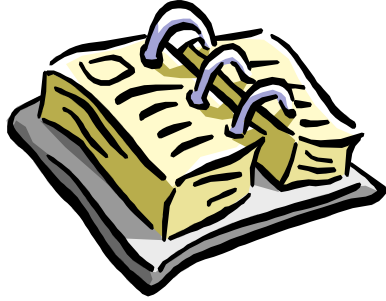
Course Title	Page	Date	Location	Time
Reentry - What it is and Why it's Important	12	8/2/2006	Shirley Training Academy	1:00pm - 4:00pm
Reentry - What it is and Why it's Important	13	8/3/2006	Warren Hall	1:00pm - 4:00pm
Hostage Awareness	13	8/3/2006	Warren Hall	9:00am - 11:00am
Introduction to Parole Violators Training	14	8/3/2006	Warren Hall	9:00am - 3:00pm
De-Escalation Techniques	14	8/8/2006	Warren Hall	1:00pm - 3:00pm
IMS Application: Basic Non-Security End Users	15	8/8/2006	Shirley Training Academy	9:00am - 12:00pm
Children Who Witness Domestic Violence	15	8/9/2006	Shirley Training Academy	9:00am - 4:00pm
IMS Application: Basic Non-Security End Users	16	8/10/2006	Warren Hall	9:00am - 12:00pm
CAMIS Training	16	8/10/2006	Shirley Training Academy	9:00am - 4:00pm
Health and Fitness	17	8/11/2006	Shirley Training Academy	9:00am - 12:00pm
Psychology of Influence/The Art of Persuasion Part II	17	8/11/2006	Warren Hall	1:00pm - 4:00pm
Psychology of Influence/The Art of Persuasion Part II	18	8/16/2006	Shirley Training Academy	9:00am - 12:00pm
Home Fire Safety	18	8/17/2006	Warren Hall	9:00am - 12:00pm

Self Defense Techniques	19	8/18/2006	Shirley Training Academy	9:00am - 11:00am
Extraction Team Leader/Chemical Agents End-User	19	8/21/2006	SECC Training Area	8:00am - 4:00pm
CAMIS Training	20	8/24/2006	Warren Hall	9:00am - 4:00pm
Date Computation "Problem" Workshop	20	8/24/2006	Shirley Training Academy	9:00am - 3:00pm
Legislative Process	21	8/25/2006	Shirley Training Academy	9:00am - 12:00pm
Psychology of Influence & the Art of Persuasion	21	8/25/2006	Warren Hall	9:00am - 3:00pm
IMS Application: Escape	22	8/28/2006	Shirley Training Academy	12:00pm - 3:00pm
Gender Responsive Strategies for the Female Offender	22	8/29,30 & 9/7	Shirley Training Academy	8:00am - 4:00pm
Psychology of Influence & the Art of Persuasion	23	8/30/2006	Shirley Training Academy	9:00am - 3:00pm
IMS Application: Escape	23	8/30/2006	Warren Hall	12:00pm - 3:00pm

Monthly Reference Guide

September

Course Title	Page	Date	Location	Time
Health and Fitness Workshop	24	9/7/2006	Shirley Training Academy	9:00am - 12:00pm
Confrontation Skills	25	9/7/2006	Shirley Training Academy	9:00am - 4:00pm
Extraction Team Leader/Chemical Agents End-User	25	9/8/2006	SECC Training Area	8:00am - 4:00pm
Overview of the Criminal Offender Record Information	26	9/13/2006	Warren Hall	9:00am - 12:00pm
Date Computation "Problem" Workshop	26	9/14/2006	Warren Hall	9:00am - 3:00pm
Auditor Training	27	9/22/2006	Warren Hall	8:00am - 3:00pm
IMS Application: Booking	27	9/26/2006	Shirley Training Academy	12:00pm - 3:00pm
Environmental Health and Safety Officer Training	28	9/27, 28 & 29, 2006	Warren Hall	8:00am - 4:00pm
Confrontation Skills	28	9/29/2006	Warren Hall	9:00am - 4:00pm
IMS Application: Booking	29	9/29/2006	Warren Hall	12:00pm - 3:00pm



The Bulletin Board

Upcoming Trainingnext quarter!

Female Offenders and Gender Responsive Strategies

Foundation Skills for Trainers - Shirley Training Academy, Shirley Complex
November 20, 21, 22 & 24, 2006

In-Service Training Program scheduled to begin September 11, 2006

Department Of Correction

Department of Correction Training Academy

Harvard Road, P.O. Box 1486

Shirley, MA 01464

Telephone: (978) 514-6703

From Boston: Take Storrow Drive West to Alewife Brook Parkway and Route 2 West past the Fresh Pond Mall and Alewife MBTA station. Go through Belmont, Lexington, Lincoln and Concord to the Routes 2/2A-rotary (MCI-Concord on left). Exit rotary at route 2 West and go through Acton and Littleton. Continue following Route 2 West to exit 36 the Shirley Rd. Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take that right onto the access road. Follow that access road past Souza Baranowski Correctional Center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the North: Take Route 495 South to exit 29B (Route 2 West). Follow Route 2 West to exit 36 Shirley Rd Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take a right on to the access road. Follow that access road past Souza Baranowski Correctional Center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the South: Take Route 495 North to exit 29B (Route 2 West). Follow Route 2 West to exit 36 Shirley Rd. Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take a right on to the access road. Follow that access road past Souza Baranowski Correctional Center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the East: Take Route 2 West to exit 36 Shirley Rd. Shirley exit. Bear right off the exit ramp. Turn left at the stop sign. MCI-Shirley Complex is immediately on the right. Take a right on to the access road and follow past Souza Baranowski Correctional center on right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

From the West: Take Route 2 East to exit 36 Shirley Rd. Shirley exit. Bear right off the exit ramp. Go over Route 2 and MCI-Shirley Complex will be on the right. Take a right on to the access road and follow past Souza Baranowski Correctional Center on the right. At intersection, take a left. Follow the driveway up the hill and the academy is located at the top of the hill with the white columns.

Department of Correction - Warren Hall Training

12 Administration Rd.
Bridgewater, MA 02324

Telephone: (508) 279-3839 or (508) 279-3840

DIRECTIONS:

All directions are from Interstate 495 so depending on where you are traveling from you will need to get on to Interstate 495. It can be accessed from the following other major routes: Route 2, MA Pike, 95, 24 and 128.

From Boston, North and West:

Route 495 South to Exit 6, bear right off of exit ramp.

At Middleboro Rotary take Routes 18/28 North. Follow approximately 1.5 miles to your first major traffic light (Binky's restaurant is on your right) and take a right. Approximately 1/4 mile up, take a left onto Titticut Rd. This is the old access road to the Bridgewater Correctional Complex. Follow this road until you come to a stop sign and a large parking lot on your left. This is the parking lot for Warren Hall. Take a left at the stop sign and into the parking lot. Warren Hall is the gray concrete building off to your left. Follow the long pathway and that will bring you to the front steps to the building.

From the South:

Route 495 North to exit 5, bear right off of exit ramp.

At Middleboro Rotary take Routes 18/28 North. Follow approximately 1.5 miles to your first major traffic light (Binky's restaurant is on your right) and take a right. Approximately 1/4 mile up, take a left onto Titticut Rd. This is the old access road to the Bridgewater Correctional Complex. Follow this road until you come to a stop sign and a large parking lot on your left. This is the parking lot for Warren Hall. Take a left at the stop sign and into the parking lot. Warren Hall is the gray concrete building off to your left. Follow the long pathway and that will bring you to the front steps to the building.

From the East:

Take 44 West to the rotary. At Middleboro Rotary take Routes 18/28 North. Follow approximately 1.5 miles to your first major traffic light (Binky's restaurant is on your right) and take a right. Approximately 1/4 mile up, take a left onto Titticut Rd. This is the old access road to the Bridgewater Correctional Complex. Follow this until you come to a stop sign and a large parking lot on your left. This is the parking lot for Warren Hall. Take a left at the stop sign and into the parking lot. Warren Hall is the gray concrete building off to your left. Follow the long pathway and that will bring you to the front steps to the building.